

**TIME & MATERIAL CONTRACT BILLING INSTRUCTIONS**

1. Contractor's name and address, including zip code.
2. Consecutive Page numbering.
3. Date of invoice preparation. Back-dating of invoices is unacceptable.
4. Contractor Invoice Number.
5. A mailing address where payment can be forwarded, if different from the main address.
6. Send Invoices to JPL's main address:  
Jet Propulsion Laboratory  
4800 Oak Grove Drive  
Pasadena, CA 91109-8099  
Attention: Subcontract Payment  
Mail Stop: 601-208
7. The JPL Contract number.
8. Payment terms as agreed upon, usually net 30 days.
9. The Contract Work Order (CWO) number as assigned by JPL.
10. JPL week ending date(s) (must be a Sunday). Monday through Sunday represents the JPL work week.
11. The JPL authorized project/task number.
12. Name of company performing work.
13. JPL badge number assigned to Contractor Employee.
14. Hours worked by Contractor Employee.
15. The hourly rate(s) as stated in Contract or Contract Work Order (CWO).
16. A subtotal, per category, of straight time hours, overtime hours, and extended dollar amounts.
17. Enter a description of the materials invoiced.
18. Invoice total of final page of the invoice.
19. Summarized invoice detail by CWO and Project Task, showing total cumulative dollar amounts
20. The signature of your company's authorized representative who can attest to the validity and accuracy of the charges appearing on the invoice.
21. Total Contract Value (also known as Total Estimated Cost).

**EXAMPLE OF A TYPICAL TIME & MATERIAL INVOICE**  
**Exhibit A – Project Task Summary**

Page No. 1 of 1

Smith Engineering, Inc.  
 123 Aerospace Drive  
 Space City, CA 91234

INVOICE DATE: 12/22/00

INVOICE NUMBER: 13098

REMIT TO: File 12900  
 P. O. Box 1234  
 TECHNOLOGICAL, CA 91003

SOLD TO: JET PROPULSION LABORATORY  
 CALIF. INSTITUTE OF  
 4800 OAK GROVE DR.  
 PASADENA, CA 91109

Contract No.: 1234444

TERMS: Net 30 Days

Week Ending Date: 12/17/00

**SUMMARY**

CWO NO.	JPL PROJECT	JPL TASK	C U R R E N T			C U M M U L A T I V E		
			LABOR COSTS	MATERIAL COSTS	TOTAL CURRENT	LABOR COSTS	MATERIAL COSTS	TOTAL CUM.
0025	123405	1.33.4A	2,494.15	2,424.41	4,672.63	2,768.05	5,003.25	8,159.87
0026	105446	2.4.3.9906	456.92	23.46	480.38	456.92	23.46	480.38
0030	103099	4.345.5	4,556.03	5,094.90	9,650.93	25,095.99	15,998.05	41,093.05
<b>Subtotal</b>			<b>7,507.10</b>	<b>7,542.77</b>	<b>15,049.87</b>	<b>28,320.96</b>	<b>21,024.76</b>	<b>49,345.72</b>
<b>LESS: Retention</b>					<b>(752.49)</b>			<b>(2,467.29)</b>
<b>TOTAL DUE</b>					<b><u>\$ 14,297.38</u></b>			<b><u>\$ 46,878.43</u></b>

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"I hereby certify that the above bill is correct and just,  
 that payment therefore has not been received, and that the bill is  
 presented with the knowledge that the amount paid will become  
 the basis of a claim against the United States Government."

**EXAMPLE OF A TYPICAL TIME & MATERIAL INVOICE**  
**Exhibit A – Project Task Detail**

(2) Page No. 1 of 1

Smith Engineering, Inc. (1)  
 123 Aerospace Drive  
 Space City, CA 91234

(3) INVOICE DATE: 12/22/00

REMIT TO: File 12900 (5)  
 P. O. Box 1234  
 TECHNOLOGY, CA 91003

(4) INVOICE NUMBER: 13098

SOLD TO: (6) JET PROPULSION LABORATORY  
 CALIF. INSTITUTE OF  
 4800 OAK GROVE DR.  
 PASADENA, CA 91109

Contract No.: 1234444 (7)

(8) TERMS: Net 30 Days

Contract Work Order No.: 0025 (9)

CONTRACT VALUE: \$350,000.00 (21)

Week Ending Date: 12/17/00 (10)

JPL Project/Task No: 12345/1.33.4A (11)

**LABOR**

(12)	COMPANY	CATEGORY	BADGE	C U R R E N T				C U M M U L A T I V E			
				HOURS		RATE		DOLLARS	HOURS		DOLLARS
				S/T	O/T	S/T	O/T		S/T	O/T	
	DON'S CARPET	FOREMAN	12345	16.0		45.65		730.40	22.0		1,004.30
	TOM'S CARPET	JOURNEYMAN	00456	40.0	2.0	41.50	50.00	1,763.75	40.0	2.0	1,763.75
<b>SUBTOTAL LABOR</b>				56.0	2.0			\$ 2,494.15	62.0	2.0	\$ 2,768.05

(16)

**MATERIAL**

(17) SHAW CARPET 2228810 1,886.43  
 CARPET ADHESIVE 432419 322.49  
 BIG D NAILS S1530027 22.79  
 SALES TAX 192.70

2,424.41

**SUBTOTAL MATERIAL**

\$ 2,424.41

\$ 5,003.25

**SUBTOTAL** 4,918.56  
**LESS RETENTION** (245.93)

7,771.30  
 (388.57)